

**SCHOLARSHARE INVESTMENT BOARD**

915 CAPITOL MALL  
P.O. BOX 942809  
SACRAMENTO, CA 94209-0001  
(916) 653-3100

**JOB OPPORTUNITY BULLETIN**

<b>Class:</b>	<b>Staff Services Manager II</b>
<b>Tenure:</b>	<b>Permanent</b>
<b>Time Base:</b>	<b>Full-Time</b>
<b>Salary:</b>	<b>\$5576- \$6727</b>

Under the direction of the Executive Director of the ScholarShare Investment Board (SIB or Board), the Staff Services Manager II (SSMII) will participate in the formulation and establishment of policies and procedures for SIB programs and operations. In addition, the SSM II serves as the operations manager for the Golden State ScholarShare College Savings Trust (ScholarShare); is responsible for the daily management of the ScholarShare College Savings Plans, the Governor's Scholarship Programs (GSP), the California Memorial Scholarship (CMS), and other programs as created.

**DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Plan improvements to programs, identify program and policy needs, propose recommendations to the Board and Executive Director, and establish and enforce SIB policies; represent SIB in contacts with vendors, consultants, contractors, officials of federal, state and local governments, legislators, members of the Treasurer's staff, the news media, private sector organizations and the general public; ensure Board and program goals and objectives are met through communication and contact with vendors, consultants, contractors, stakeholders, managers, legislators, senior officials of federal, state and local government agencies and the private sector.
- Formulate, propose, and administer in complex program improvement efforts, high level policy development and implementation, such as, the revision of regulations. Recommend and advise the Executive Director on program and policy alternatives and issues. Is directly involved in complex issues, such as development of improved state and federal regulations and standards.
- Actively monitor progress of national and federal initiatives and provides liaison with national organizations, such as the Municipal Securities Rulemaking Board (MSRB), and federal agencies, such as the Securities and Exchange Commission and the Internal Revenue Service.
- Respond to internal and external customer complaints concerning programs and services by taking appropriate action.
- Coordinate with other state's QTPs on program and fiscal issues and evaluates expertise to refine ScholarShare's objectives and market approaches. Provide direction for analysis and implementation of legislation; participate in meetings with State agencies and in legislative deliberations.
- Prepare Request for Proposals. Develop requirements for various contracts associated with ScholarShare regarding actuarial, investment and other professional advice. Interviews prospective vendors and assists in the selection process.
- Manage ScholarShare's contracts once established. Assist the Executive Director in planning, organizing and directing the activities of the contractor staff; ensure contact between the customers and contractor meet the needs of the program; provide technical assistance to customers regarding ScholarShare's requirements; manage and resolve sensitive customer complaints; monitor the contractors' compliance with Board policies and procedures; and responds to Board member requests for information.
- Assist the Executive Director with the creation of a marketing strategy and its implementation.
- Participate in the development and formulation of the agency's Strategic Plan, mission/vision/goals. Directly work with the Executive Director and Board to create, modify and monitor program, outreach and investment objectives and action plans to ensure the success of the Strategic Plan.
- Develop and implement agency-sponsored legislation, regulations and program requirements associated with: 1) development of regulations for SIB programs; 2) technical assistance and support for the State employees throughout the State; and 3) maintenance of financial accountability.

- Provide direct supervision to the Associate Governmental Programs Analysts (AGPAs), Staff Services Analysts (SSAs), Office Technician and indirect supervision Student Assistants, Retired Annuitants and Executive Fellows. Provide direction to the AGPAs and SSAs regarding issues and concerns related to ScholarShare, GSP and CMS responsibilities. Hold one-on-one meetings with staff to assign, monitor, track assignments, review work and provide feedback on performance. Encourage team building, facilitate cross-training and promote continuous improvement principles. Identify team and individual training needs to improve performance and work products. Responsible for performance management including performance appraisals, probationary reports, classification and disciplinary
- Conduct various other duties that are necessary for the daily operation of the Board. Perform duties necessary to the overall support of the Board.

#### **DESIRABLE QUALIFICATIONS:**

- Ability to adjust quickly to multiple priorities and meet critical deadlines.
- Computer skills, (Microsoft Word, PowerPoint, Excel, Access, etc.)
- Experience working with all levels of management, and the ability to communicate effectively, as well as to establish and maintain cooperative working relationships with others contacted daily.
- Strong financial skills and a demonstrated ability to write and verbally communicate well.
- Ability to analyze marketing matrices and timetables.

#### **CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

#### **WHO SHOULD APPLY?**

Individuals who possess the qualifications listed above and have employment list eligibility as a Staff Services Manager II or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office, and Authorities and Commissions are encouraged to apply if interested in the position. Only the most qualified candidates will be interviewed.

**Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your ELIGIBILITY you may not be considered for an interview. Also, list the number "302-001-4801-001" next to the classification on your application/resume, i.e. Staff Services Manager II, SIB (302-001-4801-001).**

#### **FINAL FILING DATE:**

Applications will be accepted **until filled.**

#### **SUBMIT APPLICATIONS TO:**

Cec Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

#### **IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

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